

# **TRANSITION AND TRANSFORMATION: CHANGES IN EPSB POLICIES AND PROCEDURES**

**Professionals in Personnel Meeting**

**January 17, 2014**

**Mercer County**



# NEW FACES

- Robert Brown – Executive Director
- Jimmy Adams – Deputy Executive Director
- Donna Brockman – Director for Division of Professional Learning and Assessment
- John Fields – Director for Division of Certification

## NEW REGULATION FOR OPTION 6

- Candidate must have at least 6 hours of coursework complete for each renewal – transcript must be submitted with 2<sup>nd</sup> and 3<sup>rd</sup> TP application
- Candidate must have all assessments passed before EPSB will issue 3<sup>rd</sup> TP certificate
- Candidate must appear in the EPSB admission/exit system as fully admitted to an Option 6 program before certificate can be issued

# NEW REGULATION FOR OPTION 6

- Prior to KTIP a minimum of fifteen (15) hours of annual observation/mentoring
  - Mentoring plan must be submitted with 1<sup>st</sup> and 2<sup>nd</sup> TP application
  - 5/5/5
    - From 16 KAR 9:080 Section 3(d) Develop a written agreement to provide, in collaboration with the administration of the candidate's employing school, mentoring to the candidate in the employment setting which shall include:
      - 1. Prior to the candidate's enrollment in the Kentucky Teacher Internship Program pursuant to KRS 161.030 and 16 KAR 7:010, a minimum of fifteen (15) hours of annual observation utilizing university faculty and a district-based mentor of the candidate practicing instruction in the classroom, as follows:
        - a. A minimum of five (5) hours of observation by university faculty;
        - b. A minimum of five (5) hours of observation by a district-based mentor; and
        - c. A minimum of five (5) hours of observation by either the university faculty or the district-based mentor;
      - 2. A description of how support shall be offered to the candidate during in-class and out-of-class time to assist the candidate in meeting the teacher's instructional responsibilities;
      - 3. The name, contact person, and role for the collaborating educator preparation institution mentor; and
      - 4. The name and role of all school district mentor teachers;

# BACKGROUND CHECKS AND NEW CHARACTER AND FITNESS QUESTIONS

- Beginning January 2015, all initial applicants will be required to submit a background check
  - Includes SOE, Temporary Provisional, Emergency, and all out of state candidates
- EPSB has approved changes to the Character and Fitness questions – new ones will be required on all applications as of January 2015
  - No more TC application forms! All forms will be changing to CA (certification application) by the end of this year.
  - Phase in schedule will be announced for each form as they are approved by the EPSB and placed in regulation

# ONLINE APPLICATIONS!

- Work is beginning on the TC-TP now (Soon to be CA-TP)
  - Anticipated roll out this summer
  - District will initiate application in EPSB system
    - Will not be able to key in someone unless they have been admitted **in our database** to an Option 6 program (contact university if not found)
  - System will send e-mail notification to KTIP coordinator when the individual is ready for KTIP
- CA-1 and CA-2 to follow

# FIELD EXPERIENCES AND STUDENT TEACHING

- 200 clinical field experience hours requirement
  - “KFETS” = Kentucky Field Experience Tracking System
    - If you work with teacher prep students from your local IHE, they will be entering their required 200 field experience hours via this system
    - Will go live later this month
      - Universities can opt to begin using it this term
      - Uses a snapshot from Infinite Campus twice per year
  - MUST have before student teaching
    - Limits ability to switch from Alt Cert to Traditional program
- Student Teaching
  - New Co-teaching model
  - Cooperating teachers must have co-teaching training
    - Have interested cooperating teachers contact the local IHE regarding the training requirements

# NOT NEW BUT . . .

- Changes to admission requirements for traditional AND alternative certification programs.
  - 2.75 GPA
  - Passing Praxis I
    - Implications for timeline of getting “letter” from alt cert candidates
- Sunset of all old principal programs
  - All coursework (level 1 and 2) must be complete no later than January 2014. (NOW)
  - EPSB has sent 3 letters to those with active Level 1 principal certificates or statements

# NOT NEW BUT . . .

## ○ Online TC-4

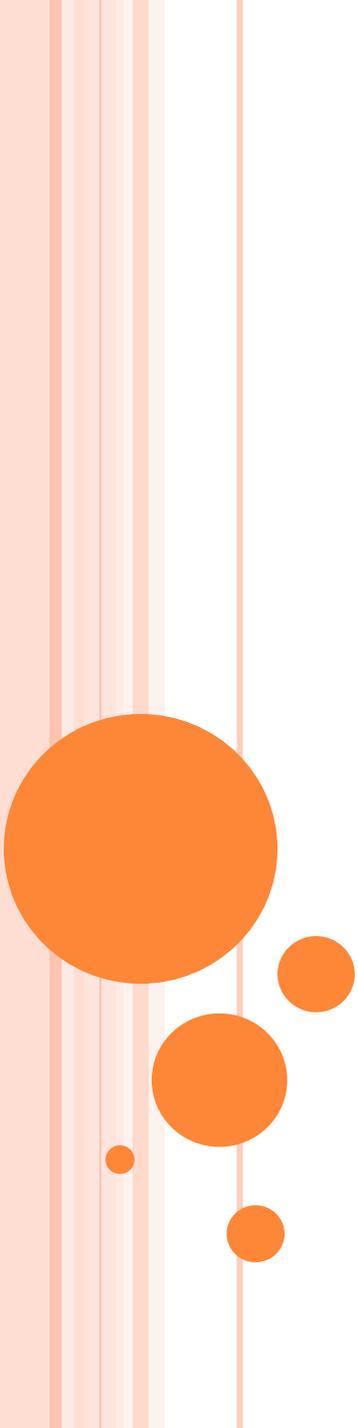
- Please include the EPSB applicant instruction sheet in any mailings throughout the year
- Realize that the only way a candidate can stop those incessant e-mails is to notify YOU that they are no longer interested in being an emergency sub (we have added this to the e-mail sent to applicants when approved)
- Edit the applicant's demographics locally via the Reports tab...this includes e-mail addresses

## ○ Out of State applicants

- We must have a copy of any out of state license before issuing a KY cert

## ON THE HORIZON

- Work to align KTIP with the PGES has begun
- NBPTS has announced a \$600 cut in cost and a streamlined process effective 2014-15
- Looking at use of E-Certs – thoughts?



**LESSONS LEARNED FROM FALL  
LEAD, DISTRICTS OF INNOVATION  
AND OTHER CERTIFICATION ISSUES**

**AKA – “I didn’t know I could do that!”**

# I DIDN'T KNOW WE COULD . . .

- Use adjunct certificates as a way to bring in experts from the community
- Things to consider:
  - For part time employment only
  - Requires a major, minor or area of concentration for regular areas; 4 years of occupational experience for occupation based certification areas
  - Not eligible for KTRS or tenure
  - Can NEVER be HQ so problematic for HQ required areas, but great for non HQ areas!

# I DIDN'T KNOW WE COULD . . .

- Use anyone with a valid certificate in an alternative setting
- Things to consider:
  - Should not use someone on a Temporary Provisional or in KTIP unless they are specifically serving in their content area and the school can do KTIP
  - If the setting is within a regular school, make sure to use the special type on the section tab of 02: alternative classroom
  - Alternative school teachers are required to be HQ if they are providing content instruction
    - If facilitating a digital learning provider or a district provided self study packet, select the appropriate teaching method on the course tab to avoid HQ issues

# I DIDN'T KNOW WE COULD . . .

- Use digital learning opportunities to expand course offerings and cross content teaching
- Things to consider:
  - Must be facilitated by a fully certified teacher
    - Content specific certification is not required
  - Should not use a Temporary Provisional or KTIP teacher as the facilitator
  - Mark the appropriate teaching method to avoid HQ issues

# I DIDN'T KNOW WE SHOULD . . .

- Make sure someone has consultant permissions to serve as a curriculum consultant/coach (aka teacher leader or teacher of teachers)
- Things to consider
  - Consultant endorsement is content specific and requires 3 years of teaching experience in the field and Rank II certification
  - Permission for consultant is also granted by the Teacher Leader Endorsement and by Supervisor of Instruction certification

# I DIDN'T KNOW WE SHOULD . . .

- File a TC-36 for principals that have not yet passed the required certification tests
- Things to consider:
  - Per KRS 161.020 section 2: No person shall enter upon the duties of a position requiring certification qualifications until his or her certificate has been filed or credentials registered with the local district employer.

# TC-36 CONTINUED

- Things to consider/know:
  - TC-36-I for in state applicants
    - Limited candidates: “provided the local school superintendent certifies to the Education Professional Standards Board that there is a limited number of applicants to meet the requirements of the school council selecting a principal. 16 KAR 6:030 defines \*‘‘limited’’ to mean 3 or less.”
    - Without tests/certification in hand these folks should not be “first line” candidates
  - TC-36-O for out of state applicants
    - Only the KY Specialty Test of Instructional and Administrative Practices is required for individuals with 2 or more years out of state principal experience

# READING AND RTI – WHO CAN REALLY DO IT?

- Reading and RTI require specific permissions/HQ status
  - Reading permissions are not granted to every certificate
    - Elementary Certificates have K-12 Reading permissions
      - Would only be HQ for grades on face of certificate without Reading Praxis II test
    - Middle Grades content (Math, Science, Social Studies, ELA) have K-12 Reading permissions
      - Only ELA certificate would be HQ for grades 5-9 without Reading Praxis II test
    - High School English Certificates have 8-12 Reading permissions
      - Already HQ based on English Praxis II test
- RTI and other intervention services – must be certified AND HQ in the content area for which intervention is being provided
  - These are not to be coded as “study skills” class as they are specific to content areas.

# ONE GRADE UP/ONE GRADE DOWN

- Not every certificate can move up or down a grade level.
  - K code certificates are locked into the grade levels on the face of the certificate
    - Exceptions:
      - K-5 certificate can do 6<sup>th</sup> grade in an elementary building that has grades 5 and 6 housed together
      - Middle Grades Math certificates can teach Algebra I up to 11<sup>th</sup> grade
  - Older certificates have **SOME** up/down permissions but not many.
    - No middle grades certificate can do a stand alone 4<sup>th</sup> grade – older ones can do 4/5 combined class
    - Check the Certification Reference Guide (in the forms library) or contact EPBS for any clarification

## CALL OR E-MAIL US ANYTIME

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Cindy Godsey: 502-782-2133 / [cindy.godsey@ky.gov](mailto:cindy.godsey@ky.gov)

Certification Help Line: 502-564-5846

Certification General E-mail: [dcert@ky.gov](mailto:dcert@ky.gov)

TC-4 Inquiries: [EPSBTC4@ky.gov](mailto:EPSBTC4@ky.gov)

HQ Questions: [EPSBHQ@ky.gov](mailto:EPSBHQ@ky.gov)